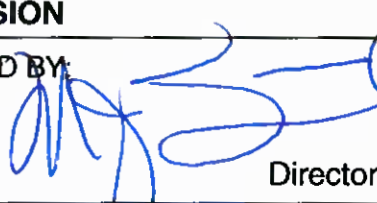




**LAC
DMH**
LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH

DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT APPEARANCES BEFORE BOARD OF SUPERVISORS, CIVIL SERVICE COMMISSION, OR EMPLOYEE RELATIONS COMMISSION	POLICY NO. 611.02	EFFECTIVE DATE 02/02/2015	PAGE 1 of 2
APPROVED BY:  Director	SUPERSEDES 611.2 10/01/1989	ORIGINAL ISSUE DATE 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To establish a policy regarding an appearance and/or a testimony of the Los Angeles County Department of Mental Health (LACDMH/Department) employee before the Board of Supervisors, Civil Service Commission, or Employee Relations Commission.

POLICY

- 2.1 LACDMH supports the Board of Supervisors, Civil Service Commission, and Employee Relations Commission in working with County workforce when employees are called to appear.
- 2.2 LACDMH will accommodate employees who wish to appear before the Board of Supervisors, Civil Service Commission, or Employee Relations Commission.

PROCEDURE

- 3.1 An employee who is specifically required to appear before the Board of Supervisors, Civil Service Commission, or Employee Relations Commission on behalf of the County of Los Angeles shall be guaranteed his/her regular salary; and the time taken for the appearance shall not be charged against any of his/her accrued benefits.
- 3.2 An employee who wishes, on his/her own behalf, to appear before or attend a meeting of any of these bodies may be granted the necessary time off if, in the opinion of his/her supervisor the absence will not interfere with the Departmental operations. In such cases, the employee should be allowed to charge the absence against any accrued personal leave, accrued overtime, or vacation; otherwise, the absence must be without pay.



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

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AUTHORITY

1. [Los Angeles County, California, Code of Ordinances Title 6 Division 1 § 6.20.080 \(E\)](#)

RESPONSIBLE PARTY

LACDMH Human Resources Bureau